

12 January 1956 STATINTL

MEMORANDUM FOR: Mr. Lloyd

SUBJECT: Cafeteria Questionnaire

Per your request, here is a brief history of the cafeteria questionnaire:

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1. [REDACTED] of our Employee Services Branch was designated to conduct a study of cafeteria facilities in our new building at the request of [REDACTED] of the Building Planning Staff following discussions with the three Building Liaison Officers [REDACTED]. STATINTL She was asked to make recommendations as to the daily periods during which meals should be served, how many meals would be required, what types of facilities and service should be available, etc.
2. Since data based on use of our present facilities would not necessarily be applicable in some other location, the questionnaire technique was selected as the best means of getting an expression from employees as to what would be required from their individual points of view and preferences. An "All Employee" distribution was favored over a sampling technique because of the difficulty of selecting a representative sample.
3. The use of the questionnaire technique and a proposed draft were discussed with the three Building Liaison Officers and with [REDACTED] of the Building Planning Staff by [REDACTED]. She understands that [REDACTED] checked it out with Col. White and that he added the query as to number of days absent from headquarters. STATINTL
4. After pretesting and revision, the questionnaire was again cleared with the Building Liaison Officers and was the subject of a fairly long discussion with [REDACTED] and other members of the Building Planning Staff. It was then forwarded to the Regulations Control Staff over the signature of the Director of Personnel. STATINTL
5. Incidentally, you may want to know that we are not relying on the questionnaire alone---[REDACTED] has already had some discussion with [REDACTED] and representatives of the DD/I's office. The final proposal should be a pretty thoroughly considered one. STATINTL

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